



17825 Murdock Circle, Suite B. Port Charlotte, FL. 33948

Now Hiring-Executive Director, Charlotte County Healthy Start, Inc.

Job Details

Full-time

\$60,000-\$70,000 a year, commensurate with experience.

Benefits

- Dental insurance program available
- Employee assistance program
- Vision insurance program available
- Life insurance program available
- Paid time off
- 401(k) matching
- Paid Holidays

Schedule and Location:

- Monday to Friday
 - Weekends as needed.
 - Onsite in Port Charlotte, FL, with occasional hybrid remote option.
 - Must be able to reliably commute or relocate before starting work (Required)
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Qualifications

A minimum of a bachelor's degree in a human resource field or three years' experience in any combination of the following is preferred: maternal and child health issues; understanding of the health care delivery system; experience in project administration, including planning, evaluation, contracting, and budgeting; and knowledge of research, community building and collaboration, strategic planning, systems development, and public policy. Excellent group facilitation, communication, and public speaking skills are a must.

Job Description

As directed by the Board of Directors of the Healthy Start Coalition, the Executive Director acts as chief executive officer of the Coalition, assures the day-to-day operation of activities; interfaces with granting entities; assures compliance with required activities, reports, or deliverables; staffs board and committee meetings; provides coordination and liaison activities between the Coalition and state, regional, and local public agencies, and service providers; performs grant funding activities; and is responsible to and reports to the Board.

Duties and Responsibilities

1. Oversight of day-to-day operations, including contract management, fiscal accountability, and quality assurance in accordance with Board approved policies and procedures
2. Provide training, Quality Assurance/Quality Improvement monitoring, and technical assistance to Healthy Start funded projects.

The mission of the Charlotte County Healthy Start Coalition is to improve birth outcomes and optimize child growth and development through community partnerships that nurture women and families.



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3. Assure ongoing evaluation, assessment, and update of Coalition's five-year community Service Delivery Plan, Needs Assessment and Annual Action Plan
4. Review and approve monthly/quarterly provider invoices
5. Act as an official representative of the Coalition with other agencies, media, service providers, business leaders and the general public, in accordance with the HS mission and goals.
6. Negotiate state, federal, and subcontracted provider agreements; draft/complete necessary documentation: submit executed copies, as required.
7. When deemed necessary, institute RFP/RFI processes and facilitate same
8. Oversee preparation and maintenance of state and grant budgets, applications, and reports
9. Actively participate and encourage involvement in Coalition Committees
10. Provide advocacy for the HS program and educate legislators and elected officials on the HS system of care and the MCH needs of the catchment area.
11. Promote and participate in fund-raising activities, grant writing and revenue generation outside the scope of annual DOH contracts
12. Assure compliance with required activities, reports, and contract deliverables
13. Encourage and utilize community collaborations to plan and implement strategies to improve MCH health outcomes in accordance with the mission of the Coalition.
14. Facilitate Board Development activities, including Coalition orientation, Committee participation and MCH education presentations.
15. Work closely with Board and Committees in serving the Coalition mission and goals
16. Actively participate in statewide FAHSC meetings and committees, to maintain the HS system of care
17. Perform other duties as assigned by the Board

The Executive Director should:

1. Demonstrate a working knowledge of maternal and child health providers, community agencies and service providers for the target population
2. Promote the mission of the organization, HS services, and awareness of MCH issues through participation in community outreach events and civic involvement
3. Monitor MCH trends and recommend decision-making actions and policy changes to the Board as needed.
4. Attend local and statewide trainings which benefit Coalition mission and goals

Please send a cover letter and resume to Felicia Richard at financialmgr@cchsfl.org to apply.